



## Coast Guard HR Flag Voice 88

### TRANSFERRING MEDICAL RECORDS

Flag Voice 74 discussed the importance of a complete and comprehensive medical record. Aside from fitness for duty related issues, the other points of discussion are equally pertinent for an active duty or family member record. Medical records move with you. However, there are differences between active duty and family member records with respect to transferring them that need some discussion.

For active duty members, the medical record generally goes from unit to unit regardless of the size of the unit. The command must designate a custodian for active duty medical records. It will be delegated to the Chief, Health Services Division if there is a clinic on base, the Independent Duty Health Services Technician if the unit operates a sickbay, or the Executive Officer in the absence of a clinic or sickbay.

Family member records should go to the treatment facility where the patient will be receiving his/her primary care. It may be a CG clinic, a DoD facility, a civilian TRICARE Prime facility, or a private provider should the beneficiary choose to use TRICARE Standard for their health care needs. How medical records are transferred to and from these points of service will vary, particularly if going between military and civilian treatment facilities.

If the patient is going from a CG clinic to another CG clinic, policy allows patients to hand carry their record to the new location. This may not be allowed when going to or coming from another service's facility or a civilian site. Some facilities only transfer records directly, and only upon written request, to other facilities. Often civilian providers do not want original records, but request a copy for a newly opened medical record. Also, most civilian providers are legally bound to keep all original medical records generated at their facility. Family members should request copies for their records in advance of their move.

The important thing is to learn about the medical record transfer procedure at your current facility in advance of your physical move. This will avoid potential delays in getting the record to the new treatment facility and ensure that continuity of care is maintained. Your current medical records custodian should be able to provide you with the proper procedure process. If they aren't able to give you the information, call the MLC toll free Health Benefits Advice line at 1-800-9-HBA-HBA (1-800-942-2422) for assistance.

Regards, FL Ames

Addition to Flag Voice 87 on financial assistance. Our 19 Career Development Advisors (CDA) also conduct valuable financial training (debt consolidation, savings, investments, IRA's, etc.) everyday throughout their AOR's. This continues to be the number one topic requested by commands during the CDA visits. Since the CDA's travel to each unit, they have a prime time opportunity to help in this important area. The directory of CDAs is on the Web at <http://www.uscg.mil/hq/g-w/g-wt/g-wtl/cis/cispers.htm>.



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